

MEETING NOTICE

TIME: 9:30 A.M.

DATE: December 21, 2011

PLACE: County Board Room, 2nd Floor - County Building

AGENDA

- 1. CALL TO ORDER.
- 2. ROLL CALL.
- 3. APPROVAL OF MINUTES OF PREVIOUS MEETING.
- 4. MINUTES OF THE EXECUTIVE POLICY BOARD.
- 5. REPORT OF OFFICERS.
- 6. REPORT OF THE EXECUTIVE DIRECTOR.
- 7. CORRESPONDENCE.
- 8. PUBLIC HEARINGS.
- 9. COMMITTEE REPORTS.
- 10. UNFINISHED BUSINESS.
- 11. NEW BUSINESS.
- 12. ADJOURNMENT.

MINUTES OF MEETING

Springfield-Sangamon County Regional Planning Commission November 16, 2011

1. CALL TO ORDER.

Chairman Brad Mills called the meeting to order.

2. ROLL CALL.

Mary Jane Niemann called the roll.

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JULY 2011	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2012	FEBRUARY	MARCH	APRIL	MAY	JUNE	COMMISSION MEMBERS
X	X	X	X	X								Brad Mills, Chairman (August 2011 - present); Larry Eastep (July 2011)
	X	X										Eric Hansen, Vice-Chairman
X	X	X	X	X								Kip Kolkmeier, Secretary
X	X	X		X								Mayor Mike Houston – M. Farmer
X	X	X	X	X								Andy Van Meter – <u>B. McFadden</u>
X			X									Alderman Sam Cahnman
				X								Alderman Doris Turner (August 2011 – present); Frank Lesko (July 2011)
X		X	X	X								Tim Moore – B. Burnett
X	X	X	X	X								Andy Goleman – <u>C. Stratton</u>
												Leslie Sgro – B. Reardon
X	X		X	X								Frank Vala – R. Blickensderfer
	X	X		X								Frank Squires – <u>L. Tisdale</u>
X	X	X	X	X								Dick Ciotti – <u>G. Humphrey</u>
X				X								Bill Looby – <u>D. Smith</u>
X		X										Bill Moss (August 2011 – present); Claudio Pecori (July 2011)
X	X	X	X	X								Kenneth Springs
		X		X								Larry Hamlin

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Jim Good Ron Hughes Don Kerber Penelope Kerber Louie Rogers

Staff

Molly Berns Kyle Phillips
Abby Bybee Norm Sims
Jeff Fulgenzi Linda Wheeland
Steve Keenan Amy Uden
Mary Jane Niemann Joe Zeibert

3. MINUTES OF MEETING.

Chairman Brad Mills asked if there were any additions or corrections to the minutes of the October 19, 2011 Regional Planning Commission meeting. There were none. The minutes were accepted as mailed.

4. MINUTES OF THE EXECUTIVE POLICY BOARD.

Chairman Mills said there was a meeting of the Executive Policy Board at 10 AM on October 19. The purpose of the meeting was to address the Commission's budget submission for the upcoming fiscal year. Minutes of the meeting along the with budget submission were available. (See attached).

Gregg Humphrey moved to approve the minutes of the October 19, 2011 Executive Policy Board meeting. Kip Kolkmeier seconded the motion and the vote was unanimous.

Norm Sims then briefly discussed the budget submission.

5. REPORT OF OFFICERS.

There were no other reports from officers.

6. REPORT OF THE EXECUTIVE DIRECTOR.

- A. <u>Associate Planner</u> Sims reported that Nate Baker recently joined the staff as an Associate Planner Transportation. Baker replaces Chris Benson, who recently left employment with the Regional Planning Commission and relocated to Colorado. Baker has a degree in Urban and Regional Planning from Cornell University. He will be introduced at a later date as he is attending a GIS training session at IDOT today.
- **B.** <u>Curran Comprehensive Plan</u> Sims noted that a public hearing will be held at 6:00 PM on November 17, 2011 at Curran Township Hall regarding the Curran Comprehensive Plan.
- C. <u>Citizen's Efficiency Commission</u> Sims stated that the next meeting of the Citizen's Efficiency Commission will be held at 3:00 PM at the Hoogland Center on Wednesday, November 30.
- D. Surviving Uncertainty & Fiscal Stress Sims reported that the Central Illinois Chapter of the American Society for Public Administration will be holding a session regarding "Surviving Uncertainty and Fiscal Stress: Tips for Public Employees" at 11:30 AM on December 12 at the Sangamo Club. Panelists include: Bruce Cowens, Vice President for Financial Services Consulting with Maximus; Drinda O'Connor, Retired Deputy Chief Operations Officer, Illinois Department of Human Services; and Jeff Vose, Regional Superintendent of Public Instruction.

7. CORRESPONDENCE.

There was no correspondence.

8. PUBLIC HEARING.

There was no one who wished to address the Commission.

9. COMMITTEE REPORTS.

Joe Zeibert presented the following project to be reviewed by the Planning Commission this month via a power point presentation.

Unnamed Kerber City Minor Subdivision Variance of Sec. 153.158(b)(2) – Lot Arrangement

Description: Pt. NE ¼, Section 30, T16N, R4W (North side of Pet Cemetery Road, west of Old Route 36)

LSC Action: Recommend denial of a variance of Sec. 153.158(b)(2) – Lot Arrangement – to allow a lot without frontage upon and access to a public street.

Joe Zeibert stated that the owners want to divide a lot that does not have road frontage, basically creating a flag lot. The property is located east of I-55, north of I-72 off of Pet Cemetery Road.

Zeibert said two housing units are currently located on the parcel. He said the owners want to divide the 4 acre parcel to allow removal of the mobile home in the front and allow the construction of a new single-family home in that location. He noted that the current parcel has no access to a public road. There is an established easement to serve this parcel. Zeibert said the current mobile home could be replaced with another mobile home with the same footprint by just obtaining a building permit. The construction of a single family residence requires division of the property. Poor visibility issues, private road issues (plowing, etc.) and disagreements with neighbors in the area were discussed at the Land Subdivision Committee meeting. The Land Subdivision Committee recommended denial of the variance request.

Kenneth Springs asked if there was a stop sign at the intersection of the private road and Pet Cemetery Road. Zeibert said there was not.

Larry Hamlin asked if this was the same parcel that was reviewed recently that the fire department was going out to check on emergency vehicle access. Zeibert said it was not the same parcel, but close by.

Hamlin asked if the fire department had gone out to check if a fire truck could go up and down the private road. Zeibert said a member of the fire department was present at the meeting.

Brian McFadden asked if the visibility problem already exists. Zeibert said it did.

Louie Rogers, Fire Chief – Riverton Fire Protection District, addressed the Commission. He said they have driven the fire engine up and down the paved private road. He has talked to the owner about maintaining a minimum height of 13-13.5' need for fire vehicles.

Rogers said as a community service to residents of the district, the fire department provides road markers for addressing purposes that clearly indicate address locations for all emergency services. Rogers said there are currently two residences there now that are protected. He said he would rather see the outdated mobile home removed and replaced with a new single family home with fire safety features.

Springs asked if emergency vehicles could get by if a car was parked on the private road. Rogers said it depended on where the car was parked and noted that that situation could occur today. Rogers noted that the fire department has an agreement with the township regarding plowing for

snow emergency access.

Penelope Kerber, homeowner, said that they would like to move the mobile home and construct a single family home for her mother.

Ron Hughes, a neighbor, said he gave them an easement to get to their property. He said he would like to see the mobile home replaced with a single family residence. He noted that the owners did a good job maintaining the private road.

Jim Good, Sangamon County Board member, said he would like to see a new single family house constructed at that location. He said it would improve the appearance of the property and increase property values in the area. He noted it would also put people to work constructing a home.

Brian McFadden moved to <u>not</u> concur with the action of the Land Subdivision Committee and subsequently approve a Variance of Sec. 153.158(b)(2) - Lot Arrangement – to allow a lot without frontage upon and access to a public street. Larry Hamlin seconded the motion and the motion passed with 12 yes votes (Mills, Kolkmeier, Farmer, McFadden, Turner, Burnett, Stratton, Blickensderfer, Tisdale, Humphrey, Smith, Hamlin) and 1 no vote (Springs).

10. <u>UNFINISHED BUSINESS</u>.

There was no unfinished business.

11. NEW BUSINESS.

There was no new business.

12. ADJOURNMENT.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Mary Jane Niemann Recording Secretary

MINUTES OF MEETING SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION EXECUTIVE POLICY BOARD PLANNING COMMISSION CONFERENCE ROOM 10:00 A.M. – October 19, 2011

Members Present at the Meeting:

Brad Mills, SSCRPC Chairman
Kip Kolkmeier, SSCRPC Secretary
Brian McFadden, repr. Andy Van Meter, Chairman, Sangamon County Board
Mike Houston, Mayor, City of Springfield
Gregg Humphrey, repr. Dick Ciotti, Springfield Metro Sanitary District
Kenneth Springs, Member-at-large

Also Attending:

Norm Sims, Executive Director, SSCPRC Mary Jane Niemann, SSCRPC

Chairman Brad Mills called the meeting of the Executive Policy Board to order at 10:00 AM to consider the SSCRPC's proposed 2012 Budget.

Norm Sims reported that the proposed budget needs to be reviewed and approved by the Executive Policy Board before it is submitted to the County Board as required by the SSCRPC's establishing ordinance and bylaws. He noted that the SSCRPC also operates under the fiscal and personnel policies of Sangamon County.

Sims then presented the SSCRPC's proposed FY-2012 budget in the amount of \$1,231,094. (See attached).

Sims noted that annual increases for the staff, including himself, were included in the proposed budget at the county approved rate of 2%. Sims reminded the Executive Policy Board that based on previous policy, they should establish the pay increase for the Executive Director.

Kip Kolkmeier moved to recommend approval of the SSCRPC's proposed 2012 budget which includes annual increases for staff and the Executive Director at the county approved rate of 2%. Mike Houston seconded the motion and the vote was unanimous.

Respectfully submitted,

E. Norman Sims
Executive Director

Attachments: FY-2012 Budget Submission & Detail

FY2012 BUDGET SUBMISSION & DETAIL FOR THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

For the Period

December 1, 2011 – November 30, 2012

As Submitted to
The Planning Commission's Executive Policy Board
October 19, 2011

For Submission to the Sangamon County Board

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	Anticipated Receipts by Revenue Type Anticipated Receipts by Source and Purpose Anticipated Disbursements by Type Parison: FY11 Compared to Proposed FY12 Venue Going to General Fund Budget Years



FY12 REGIONAL PLANNING BUDGET HIGHLIGHTS

REVENUES

Revenues anticipated for FY12 are \$1,231,094, compared to \$1,114,570 in the adopted FY11 SSCRPC budget. This is an increase of \$116,524 (10.5%) over the FY11 adopted budget.

- This budget is largely affected by: a \$32,898 (19.7%) increase arising from fees and agreements (including a slight requested increase in the general planning service agreement with the City of Springfield); a \$162,023 increase in grants (34.6%), primarily arising from an increase in Federal transportation planning funds and an anticipated additional \$95,900 in State Comprehensive Regional Planning funds.
- As noted above, the budget proposes a slight increase (3%) in the City of Springfield Service Agreement. Absent this increase, the City's cost share would not have increased in four years. The City general planning service funding makes up 13.3% of the total proposed budget.
- As last year, the largest amount of new project revenue comes from Illinois Comprehensive Regional Planning Grant funds (\$95,900 under the urban program and \$14,665 under the rural.)
- Grants continue to be the major source of SSCRPC revenues: 51.2%.
- Primary funding continues to be provided through SATS associated funding (\$520,070, 42.3%), followed by Sangamon County (\$332,652, 27.0%).
- The budget also includes a transfer of \$67,537 from the Commission's fund balance, a reduction of \$78,397 over the previous year.

EXPENDITURES

Expenditures anticipated for FY12 mirror revenues at \$1,231,094 compared to \$1,114,570 in the adopted FY11 budget.

- The only major areas of <u>increase</u> are *Personnel Salary* and *Fringe Benefits* (up 5.4% and 9.7%, respectively).
- Contract Service/Grants increases by \$65,700 related to consultant costs associated with the Regional Comprehensive Plan project and planned small transportation planning grants to the smaller communities.
- SSCRPC employee incremental pay increases are factored at the County approved limit for this budget year: 2%.

CHALLENGES

As was the case last year, the major challenge in this fiscal year will be to find the staff resources to address new planning questions and issues not associated with transportation planning.

At the present time, and as shown in Table 2a below, almost 6 FTE of the SSCRPC's full-time staff complement (13 FTE) is funded for transportation related activities. As these funds cannot be used for other general planning activities, this means that approximately one-half of the Commission's total FTE is unavailable to meet other local planning needs. In addition, the Commission is now using fund balance to continue some of this non-transportation planning related work.

We are also finding that we are falling behind current planning practice in the application of new technologies and systems. This simply increases time spent on some tasks and decreases overall efficiency.

As a related matter, the provision of assistance to the Citizens' Efficiency Commission (CEC) will stretch Planning Commission staff resources during the upcoming fiscal year as well as the next.

The Planning Commission's staff has been called upon to provide support to the CEC. As much of the Planning Commission's resources are tied to categorical funds, such as the transportation funding noted above, the amount of staff time that can be provided to the CEC is severely limited. Planning Commission staff remains concerned that the amount of resources that can be committed to this new task will ultimately frustrate both the CEC and the Planning Commission staff, drawing resources away from other new planning questions and issues they are asked to address. This represents an unbudgeted need.

Based upon anecdotal information, it appears that Commission employee compensation may be falling behind the skill levels required to perform Commission tasks and may not take into account the efforts of some staff to take on new work.

As the nature and sophistication of the questions put to the Commission have changed, the technical skills required of Commission staff have changed as well. The staff understands the stress placed upon revenues available from our partnering jurisdictions, and they have been very aggressive over the past two fiscal years to find ways to increase their skill levels and seek outside sources of revenue. Due to the mix of funding sources available – largely categorical or tied to specific project work – it is not feasible to provide performance to increases in salary. For example, transportation funds cannot be used to increase the salary of non-transportation staff. Management will continue to work to identify ways in which this problem can be addressed.

STRETCH GOALS

Due to the items above, no new stretch goals are identified for FY12.

ANTICIPATED RECEIPTS

Springfield-Sangamon County Regional Planning Commission December 1, 2011 – November 30, 2012

Table 1: Comparison by Revenue Type (FY11 Adopted & FY12 Proposed)

	. ,			Diffe	rence	
Revenue Type	Source	Amount FY11 (Adopted)	Amount FY12 (Proposed)	#	%	% of Receipts
Fees & Agreements		\$167,372	\$200,270	\$32,898	19.7%	16.3%
	City of Springfield Service Agreement	\$159,000	\$163,770	\$4,770		
	SMTD Marketing Agreement	\$8,372	\$25,000	\$16,628		
	Springfield Park District Service Agreement	\$0	\$1,500	\$1,500		
	Village of Curran Service Agreement	\$0	\$5,000	\$5,000		
	Leland Grove Service Agreement	.\$0 -	\$5,000	\$5,000		
Transfers		\$332,652	\$332,652	\$0	0:0%	27.0%
	Sangamon County Fund Transfer	\$332,652	\$332,652	\$0		
Grants		\$468,612	\$630,635	\$162,023	34.6%	51.2%
	SATS PL-Federal	\$288,205	\$336,571	\$48,366		
	SATS PL-Match	\$72,051	\$84,143	\$12,092		
	SATS FTA-Federal	\$79,485	\$79,485	\$0		
	SATS FTA- Match/SMTD	\$19,871	\$19,871	\$0		
	Comp Regional Planning Funds	\$0	\$95,900	\$95,900		
	Rural Comp Regional Planning Funds	\$ 0	\$14,665	\$14,665		
	Energy Grant - ILARC/DCEO	\$9,000	, \$ 0	-\$9,000		
Misc. Rec.		\$145,934	\$67,537	-\$78,397	-53.7%	5.5%
	Fund Balance	\$145,934	\$67,537	-\$78,397		
TOTALS		\$1,114,570	\$1,231,094	\$116,524	10.5%	

	Table 2: By Source & Purpose	(FY12 Prop	osed)	······································
Source	Subject Item	Item Amount	Total FY12 Proposed	% by Source
Sangamon County			\$332,652	27.0%
	General Planning Services	\$205,469		
	Cost Allocation Support (Overhead related costs) (This amount is \$56,463 lower than the "Transfer Out" figure included in Table 3 as this difference is covered by indirect cost allocation.)	\$91,499		4
	Zoning Office Mgt/Fisc.	\$25,385		
	Co. Historic Preservation Commission	\$6,699		
	VSP Health	\$3,600		
City of Springfield			\$163,770	13.3%
	Planning Service Agreement	\$163,770		
SATS (PL, FTA & Match)			\$520,070	42.2%
,	Mass Transit Planning	\$99,356		
	Street & Highway	\$420,714		·
Other Municipalities, Special Districts & Agencies			\$147,065	11.9%
	SMTD	\$25,000		
· · · · · · · · · · · · · · · · · · ·	Springfield Park District	\$1,500		
/	Village of Curran	\$5,000	9.778	
	Leland Grove	\$5,000		
	Regional Comprehensive Planning Funds	\$95,900		
	Rural Comprehensive Regional Planning Funds	\$14,665		
Fees & Contingency			\$67,537	5.5%
TOTAL			\$1,231,094	

Table 2a: Transportation PY 2012 Projected Direct Salaries (as of 09/24/11)					
EMPLOYEE	% of Time Billed to Transportation	Program Area			
Agarwal, N.	97%	Transportation			
Associate Planner - Transportation (formerly Chris Benson)	100%	Transportation			
Berns, M.	0%	Land & Environment			
Bybee, A.	0%	Land & Environment			
Fulgenzi, J.	48%	Comp. & Strategic			
Keenan, S.	5%	Development			
Lew is, J.	10%	Admin. Support			
Niemann, M.J.	0%	Admin. Support			
Phillips, K.	95%	Transportation			
Schultz, D.	100%	Transportation			
Sims, N.	39%	Admin. Support			
Wheeland; L.	94%	Transportation			
Zeibert, J.	4%	Development			
Intern	100%	Transportation			

II. EXPENSE

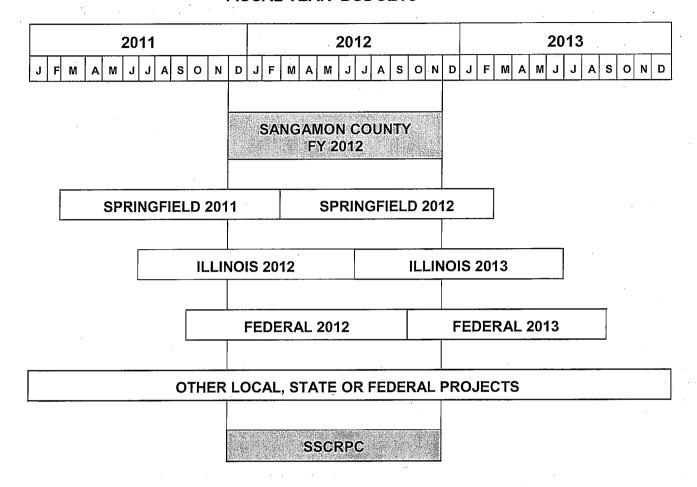
Table 3: ANTICIPATED DISBURSEMENTS BY LINE AGAINST MARK

				·	
Subject Line	ltem	Item Amount	TOTAL	Difference From Mark	% All Expenditures
Personnel			\$865,105	\$0	70.3%
	Annual Salaries (13 existing employees)	\$604,751		\$0	
	Extra Hire	\$0		\$0	
	Fringe Benefits	\$254,353		\$0	
	County Historic Preservation Commission	\$6,001		\$0	
Commodities			\$4,800	\$0	0.4%
	Office Supplies (Misc)	\$2,300		\$0	
	Office Supplies (Toner, Ink Cartridges)	\$2,500		\$0	
Contract Serv.			\$208,227	\$69,000	16.9%
	Printing	\$250		\$0	
	Exempt Printing	\$500		\$0	
	Meeting Expense (& Dues)	\$8,000		\$0	
	Travel	\$2,000		\$0	
	Subscriptions	-0-		\$0	
	Equipment Maintenance	\$5,800		\$1,800	
•	Publications	\$4,500		\$1,500	
	Building Rental (Rent in the amount of \$56,463 included in Allocation Cost Transfer Out)	\$0		\$0	
	Postage	\$4,500		\$0	
	Contractual Services (audit, scanning, floodplain review)	\$14,905 .		\$0	
	Contr Svc/Grant (intern, bike cnslt, rr sim model, Reg Comp PIng cnslt, community grants, efficiency commission)	\$166,200		\$65,700	
	Photocopier Program	\$1,572		\$0	
Cap. Outlay			\$5,000	\$0	0.4%
	New Equipment	\$4,200		\$0	
•	New Equip. < \$500	\$800		\$0	
Allocation Cost Transfer Out			\$147,962	\$0	12.0%
TOTAL	vije zastem na se konstruite i mentem protesti ki		\$1,231,094	\$69,000	
ANTICIPATED REVENUE	\$1,231,094				
ANTICIPATED DISBURSEMENTS	\$1,231,094				

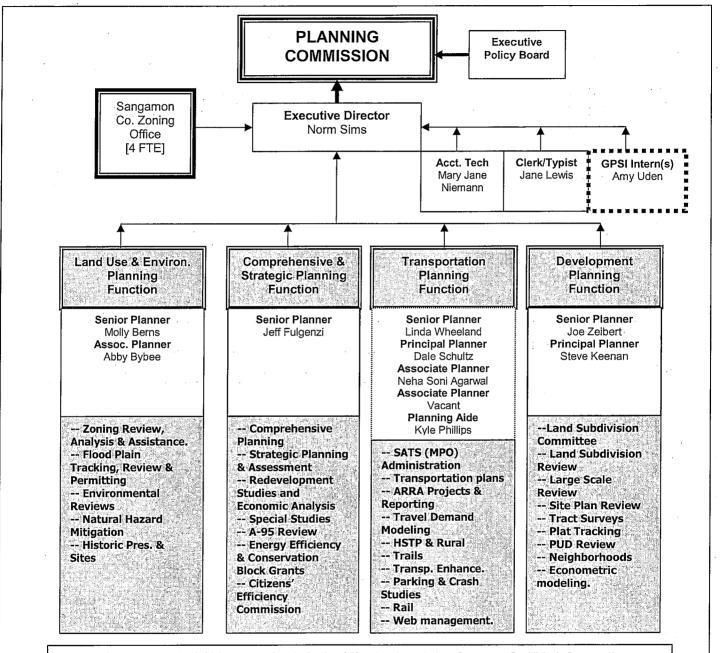
	BUDGET COMPARISON				
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lable	e 4: 2011 vs. 2012 BU	DGET LISTING	G - EXPENI	JII UKES B	Y LINE
	Frank Hom	2011 Adopted	2012 Proposed Budget	Difference from 2011 Budget	% Change
Account EX05-	Expend Item Personnel	Budget \$573,625	\$604,751	\$31,126	5.4%
300.000	1 GISOTITICI	Ψ510,025	Ψ004,751	Ψ01,120	0.470
EX05- 301.000	Benefit Exempt Personnel	\$0	\$0	\$0	
EX05-	Board/Com.	\$5,452	\$6,001	\$549	10.1%
302.000					
304.000	Overtime	\$0	\$0	\$0	
EX06 Fringe	Total Fringe	\$231,879	\$254,353	\$22,474	9.7%
EX10- 401.000	Office Supplies - Misc.	\$2,300	\$2,300	\$0	0.0%
EX10- 401.000	Office Supplies – Toner, Ink Cartridges	\$2,500	\$2,500	\$0	0.0%
EX15- 501.000	Printing	\$250	\$250	\$0	0.0%
EX15- 501.100	Exempt Printing	\$500	\$500	\$0	0.0%
EX15- 502.000	Meeting Expense	\$8,000	\$8,000	\$0	0.0%
EX15- 509.000	Travel	\$2,000	\$2,000	\$0	0.0%
EX15- 512.000	Subscriptions	\$0	\$0	\$0	
EX15- 513.000	Equip Maint	\$4,000	\$5,800	\$1,800	45.0%
EX15- 518.000	Publications	\$3,000	\$4,500	\$1,500	50.0%
EX15- 520.000	Postage	\$4,500	\$4,500	\$0	0.0%
EX15- 540.000	Bldg. Rent.	\$0	\$0	\$0	
EX15- 541.000	Contract Serv	\$14,905	\$14,905	\$0	0.0%
EX15- 541.001	Contract Serv/Grant	\$100,500	\$166,200	\$65,700	65.4%
EX15- 571.000	Photocopier Program	\$0 .	\$1,572	\$1,572	1572.0%
EX20- 601.000	New Equip>\$500	\$4,200	\$4,200	\$0	0.0%
EX20- 601.500	New Equip <\$500	\$800	\$800	\$0	0.0%
EX27- 666.000	Cost Alloc. Transfer Out	\$156,159	\$147,962	-\$8,197	-5.2%
Total		\$1,114,570	\$1,231,094	\$116,524	10.5%

(Going Directly to County General Fund) FY 08 FY 09 FY 10 FY 11 FY 12		ADDITIC	NAL RE	VENUE		
	(Goi	ng Directly	to County	General Fu	ınd)	
Actual Actual Actual Budget larget		FY 08 Actual	FY 09 Actual	FY 10 Actual	FY 11 Budget	FY 12 Target
Plat Fees \$6,300 \$7,050 \$5,600 \$7,933 \$7,933	Plat Fees	\$6,300	\$7,050	\$5,600	\$7,933	\$7,933
General Fees (Flood &	load Name)	\$200	\$100 \$7,150	\$400 \$6,000	\$285 \$8,218	\$285 \$8,218

FISCAL YEAR BUDGETS



PROPOSED PROGRAM & STAFF STRUCTURE FY 2012



STAFFING/ADVISING: Springfield-Sangamon County Regional Planning Commission; Sangamon Co. Historic Preservation Commission; Springfield Historic Sites Commission; SSCRPC Land Subdivision Committee; Springfield Planning & Zoning Commission; Sangamon Co. Zoning Board of Appeals; Citizens' Efficiency Commission; Springfield Road Impact Fee Advisory Committee; Springfield Area Transportation Study; Downtown Springfield Inc.; Route 66 Trail Executive Council; Illinois Greenways and Trails Council; Illinois Department of Transportation Travel Demand Modeling Group; Illinois MPO Advisory Council; Central Illinois Economic Development Authority; MacArthur Blvd. Redevelopment Initiative; Springfield Chamber Q-5 Initiative; Illinois Medical District at Springfield.